



Education and Community Coordinator

Position Available May 1, 2023

Founded in 1949, the Aspen Music Festival and School is regarded as one of the top classical music festivals in the United States, noted for its concert programming and its musical training of mostly young-adult music students. The typical eight-week summer season includes more than 400 classical music events – including concerts by four orchestras, solo and chamber music performances, fully staged opera productions, classes, lectures, and children's programming – and brings in 70,000 audience members. The Aspen Music Festival and School's Education and Community programs offer a broad spectrum of the highest quality music education experiences to students and families in the Roaring Fork Valley, including sustained, in-school and after-school programming during the school year, plus family events, workshops, and in-depth musical study for students in grades 1 through 12 during the summer.

Statement on Diversity, Equity, and Inclusion

At AMFS, we are committed to becoming an anti-racist organization and believe that when people feel respected and included they can be more creative, innovative, and successful. While we have more work to do to advance diversity and inclusion, we're investing to move our organization and classical music industry forward. In order to create and maintain a diverse community, AMFS does not discriminate in employment opportunities or practices on the basis of age, race, sex, gender, color, religion, national origin, disability, military status, genetic information, sexual orientation, or any other status protected by applicable state or local law. For more information on this, please read our full [Statement of Commitment](#).

Overview

The AMFS Education and Community Coordinator will lead and/or assist with AfterWorks programming; manage student recruitment, registration, and billing; coordinate school-year Musical Connections programming, and provide operational and statistical support for all Education and Community programs in this year-round, full-time position located in Colorado's Roaring Fork Valley. The Education and Community Coordinator reports to the Manager of Education and Community Programming.

Position Elements

- Within AfterWorks programs, including Beginning Strings, Chamber Music Lab, Lead Guitar, and/or Maroon Bel Canto Choirs (based on background and experience), lead or assist with program and curriculum design and implementation; student recruitment, registration, and enrollment; communication with parents, schools, administrators, and teachers; teacher payroll; teach group classes, both during the school day and after-school (Monday through Friday); teach private lessons
- Musical Connections: Coordinate Musicians in the Schools program and All-Valley Honor Ensembles (All-Valley Middle School Honor Band and All-Valley Honor Choir)
- Work with the Education and Community Administrator to maintain all AfterWorks budgets and reporting

- Coordinate Festival for Kids programming during the AMFS summer season, including Tunes and Tales, Sing Play Move, Family Concerts and Kids Notes, Community Concert, etc.
- Support the Hire A Musician program in the summer and throughout the year, as needed
- Assist with the P.A.L.S. and Festival Lessons programs
- Manage summer student payroll within Education and Community programming
- Collaborate with AMFS Marketing and Communications, Operations, Development, and Artistic departments in program planning and implementation
- As an integral member of the Education and Community team, contribute to overall program development and future direction
- Provide general Office of Student Services support, especially during the summer

Position Requirements

The perfect candidate for this position will have:

- Bachelor's degree (at a minimum), preferably in music education, particularly in the strings/orchestra track or vocal/choral track
- Demonstrated experience and success in classroom teaching, preferably at the elementary or middle school level
- Private lesson teaching experience, preferably with pre-K through middle school-aged students
- Background in strings or choral curriculum implementation and differentiation
- Remarkable ability to connect with students and develop strong, positive student-teacher relationships built on mutual trust, respect, and high expectations
- Ability to assume leadership role amongst music students, parents, teachers, and school administrators
- Exceptional organizational skills
- Excellent written and verbal communication skills
- Ability to work both independently and collaboratively
- Comfort and experience in both music performance and education settings
- Fluency in Spanish (not required, but a definite plus)
- Proficiency on all Microsoft Office applications (ArtsVision and Slate proficiency a plus)
- Flexibility, with a keen sense of humor

Compensation

The salary range for this position is \$48,000 to \$52,000 annually, based on qualifications and experience. AMFS offers employees a competitive benefits package:

- Full employee medical, dental, and vision insurance coverage
- \$25,000 life insurance policy
- Option to put aside money pre-tax for health and dependent care expenses
- Pre- or post-tax retirement plan with company match after two years of service
- Medical expense reimbursement plan to offset the insurance deductible
- Cash health and wellness benefit
- An employee assistance program
- Paid holiday schedule of 18 days
- Paid vacation of 13 days the first year that grows up to 26 days after five years
- Paid sick time of 15 days per year
- Season pass to the festival plus one guest
- Aspen Chamber discount on ski pass



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How to Apply

To apply, please prepare a cover letter that describes your specific interest in the AMFS Education and Community Coordinator position and outlines your qualifications for the position. Submit with a resume and contact information for at least three professional references to Heather Kendrick, AMFS Manager of Education and Community Programming. hkendrick@aspenmusic.org

Statement on the COVID Vaccination Mandate

All employees will be required to show proof of vaccination unless they are granted a medical or religious exemption. In addition, AMFS will comply with all new federal, state, and county regulations related to COVID-19 as they may change from time to time and employees may be subject to new rules and protocols.